

SCBGP CONCEPT PAPER –INSTRUCTIONS

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| <u>Organization Type:</u> | Indicate type of Organization |
| <u>Organization/ Business Name:</u> | Enter the name of the Organization/Business requesting funding |
| <u>Address/phone/fax number:</u> | Provide organization information: Address, phone and fax number, including website. |
| <u>Contact Name:</u> | Designated individual as primary contact |
| <u>Email:</u> | Contact person's email address |
| <u>Project Director:</u> | The designated individual who is responsible for the overall day-to-day administration, coordination, implementation and monitoring of the project. |
| <u>Requested Grant Amount:</u> | The projected amount of funding necessary to implement the project in dollars. {\$50,000 - \$125,000} |
| <u>Project Title:</u> | Provide title of the proposal. The title of the project should be short and concise but correspond to project purpose. |
| <u>Areas of Focus:</u> | Indicate the category related to the project description. |
| <u>Purpose/Goals:</u> | State the need for the project and identify the goals as they relate to the activities or task outlined in the preliminary project plan. |
| <u>Estimated Timeline:</u> | Provide the anticipated start and end dates for completing the project activities needed to implement the project. |
| <u>Preliminary Project Plan:</u> | Specify at least two tasks and quantifiable deliverables that are feasible for the project. |
| <u>Concept/Project Description:</u> | Write a brief description of the overall project on the two pages provided. |

CONCEPT PAPER REQUIREMENTS:

The Concept/Project Description should not exceed 2 pages (8 ½" X 11"). The individual fields on Page 1 will allow for text word wrap. Text cannot be less than 10 point font size (Times New Roman or Arial).